



Volunteer Role Description

Thank you for your interest in volunteering with Age Scotland! Please see below an outline of the role and what it involves. If you have any questions, please feel free to get in touch on **0333 32 32 400** or email: volunteering@agescotland.org.uk

Volunteer Role Title:	Fundraising Administration Volunteer
Department Name:	Fundraising and Marketing
Job title of volunteer supervisor:	Fundraising & Database Administrator
Purpose of the role:	<p>The Age Scotland Fundraising and Marketing Team raise funds and awareness to support the work of Age Scotland.</p> <p>This role involves collating and archiving material into shared folders and the database. Assisting with current banking. The materials and systems are held in our office and therefore you must be able to work at our Edinburgh office, Causewayside.</p>
Time Commitment:	We ask for a time commitment of around 2- 3 hours per week for this role, either on a Tuesday or a Wednesday for a minimum of six months (in office hours).
Duties:	<ul style="list-style-type: none"> ▪ Collating and archiving material ▪ Using shared folders and database ▪ Assisting with Banking tasks ▪ Other administration tasks agreed by you and Fundraising and Database Administrator. ▪ Agreeing and complying with Age Scotland's policies and procedures ▪ Where possible, giving the Fundraising and Database Administrator advance notice of any absence ▪ From time to time, providing feedback and completing further training as necessary to support you and your volunteering role
Required Skills and Abilities:	<ul style="list-style-type: none"> ▪ Work in an organised and accurate manner ▪ Communicate effectively with colleagues ▪ Have a good understanding and knowledge of IT ▪ Have the ability to volunteer independently ▪ Must be over 18 years of age ▪ Can commit to at least 2-3 hours per week, for a minimum of six months ▪ Be able to attend our Edinburgh office to carry out this role



Training and Support:	<p>If successful, you will be invited to a training session which will cover the work of Age Scotland, Induction, GDPR, Database Training, policies and procedures and your role as volunteer.</p> <p>You will have weekly support from the Fundraising Team</p> <p>After one month of volunteering for Age Scotland, a review session will be arranged to see whether the role is meeting your expectations and the needs of Age Scotland, and to consider alternative volunteering opportunities if necessary.</p>
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Thank you for taking the time to consider this role. If you have any questions, please call **0333 32 32 400** or email: volunteering@agescotland.org.uk

We hope to hear from you soon!